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*Directorate Comments on 14 Nov.
coordination package & Final
Review Package*

22 NOV 1978

MEMORANDUM FOR: Michael J. Malanick
Acting Deputy Director for Administration

FROM : Eloise R. Page
Chief, Policy and Coordination Staff

SUBJECT : Implementation of E.O. 12065

REFERENCE : Your Memorandum on Subject, dated
14 November 1978

1. The following is submitted in response to your request for comments on the draft HHB

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2. With regard to paragraph B.1. of the Issues Paper, it is requested that the accommodation to NFAC and DDS&T concerning marking on the face of the document also be extended to the DO to permit placing the markings at the end of Intelligence Information Reports. This request is also based on aesthetic reasons to reduce the clutter on the first page of these reports and thereby enable the busy reader to more quickly assimilate the essential information. Placing of these data at the end of the report would be consistent with the procedure established for electrically transmitted documents (para. 12. h(1) of the Handbook). This suggested procedure would, in fact, make these reports more consistent in format because the large majority of the reports are transmitted electrically. If approved, the parenthetical statement in Paragraph 12.c.(2) of the draft handbook should be changed to permit marking of intelligence information reports in this manner.

3. Concerning paragraph 8B of the draft handbook, we submit that the Deputy Director for Operations should have the authority to establish original classification authority to classify CONFIDENTIAL and SECRET documents without requiring the concurrence of the Agency Security Classification Officer. The latter would be notified of any and all designations of such authority within the Directorate.

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4. Paragraph 12.c. footnote 3 of the handbook states that "If the date or event for declassification or review exceeds six years...insert the employee number, or other identifier...even if this is the same identifier inserted in 1." DO intelligence information reports will use the identifier "Recorded Reporting Officer" in the "1" entry. To avoid repetition of this identifier, particularly in electrically transmitted documents, suggest the word "same" be approved for insertion in the "3" entry.

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Eloise R. Page

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